



## Job Announcement

**Position Title:** Substance Use disorder Counselor  
**Department:** Substance Use Disorder  
**Reports To:** Substance Use disorder Program Director  
**Status:** Full-Time, Union

**Position Summary:** Clinica Romero's Substance Use disorder Program will develop strong partnerships within the community, thus promoting the Substance Use disorder Program of Clinica Romero. Counselor provides outreach to the community, assists individuals in recovery, and builds Clinica Romero's patient base of the department. Counselor is also to effectively counsel agency clients to encourage Drug/Alcohol-free lifestyles, develop sober life skills and successfully meet treatment plan goals, while documenting all client progress.

### Responsibilities:

- Provide assessments, interventions, individual sessions, treatment plans, urine analysis screenings, intakes, case management, crisis intervention, level of care changes, justifications, and discharge summaries.
- Facilitate groups for clients experiencing chemical abuse or chemical dependency. Maintain case history and progress notes while observing their clients.
- Ensure all patient charts are meeting county and state requirements; meet timelines and document all services provided within 48 hours of service date.
- Counsel individuals or groups and implements therapeutic treatment plans to resolve addictions to drugs or alcohol.
- Assist with providing data needed for monthly reporting to Program Director and ensure clients are attending program as required.
- Responsible for recruitment of new clients in both the youth and adult population by developing strong relationships and engaging with the community.
- Counsel both youths and adults that have substance abuse problems. (Ages 12 and up)
- Responsible for a substantial case load and providing their clients with quality service
- Responsible for completing minimum of 20 billable hours per week which excludes group sessions.
- Submits billable hours and calendar on a weekly basis to Program Director/Quality Assurance Counselor to ensure billable outcomes are being met.
- Drive patients to and from clinic when needed.
- Other assigned duties





**Qualifications:**

- Certified Addiction Counselor (CAC) through CCAPP or CAADE or qualifying certified body.
- A minimum of two years' experience working in the field of addiction.
- Must be highly motivated and demonstrate good communication skills
- Must be able to deliver strong, high energy outreach to the community.
- Must have the ability to recruit new clients (adults and youth) to our agency.
- Must have an understanding of the 12 Core Functions
- Must have the ability to write individual and group progress notes/treatment plans that meet county standard
- Must have experience in group facilitation.
- Must demonstrate an understanding of the recovery process, which includes the twelve step program(s).
- Must have experience in observed drug testing of clients.
- Proficient in Microsoft Office
- Experience working with Drug Medi-Cal clients (Adult and Youth) a plus.
- Understanding of Drug Medi-Cal requirements/process a plus.

**Benefits:**

- Medical and Dental Benefits (at no cost to you)
- Paid Holidays
- Personal Days
- Vacation 10 days per year
- Sick Leave
- 403 B Retirement Plan
- Continued Education Stipend
- NSHC-SUD Loan Repayment Program

